

MUSEUM OF CONTEMPORARY ART AMBASSADOR PROGRAM

MOCA Ambassadors are volunteer tour guides who support thoughtful engagement with the art and exhibitions. Through innovative programs, cultural activities and events, MOCA focuses on its mission of "...making contemporary art accessible to diverse audiences – especially underserved populations – through the collection, preservation and exhibition of the best of contemporary art and its art historical influences." The Ambassador Program supports this work by committing to knowledge building that is diverse, multigenerational and community oriented. It is through our Ambassadors that we are able to actively engage our patrons in the contemporary art world.

An Ambassador provides the rewarding opportunity to welcome and conduct guided tours for our visitors. Museum tours are approximately 45 minutes in length and focus on key points of our current exhibition.

REQUIREMENTS TO PARTICIPATE IN MOCA'S AMBASSADOR PROGRAM

- Be at least 18 years old of age
- Enjoy meeting and working with new people
- Have a strong interest in contemporary art
- Have access to and regularly use e-mail
- Have flexibility in your schedule and can commit to one year, two 3.5-hour shifts per month and attend at least 8 docent training meetings per year
- Individual, artist or student level membership at MOCA suggested
- Pass standard background check, facilitated by MOCA staff

HOW TO GET INVOLVED AS A DOCENT

1. Candidates must first complete a docent application
2. MOCA will contact the candidate to background check and schedule orientation
3. During orientation, candidates will be provided information on museum history and mission, Ambassador agreements and expectations and a review of the current exhibition. An exhibition tour and additional reference material will be provided for all Ambassadors in training.
4. All Ambassadors in training must attend one monthly meeting and satisfactorily complete a mock tour in order to begin volunteering for tours. Mock tours are scheduled once a month for all Ambassadors in training..
5. Upon completion of training requirements, Ambassadors sign program agreement and establish their tour schedule

SCHEDULING

Ambassadors are scheduled per exhibition and agreed upon in advance by the Ambassadors and Education Department. Additional shift requests may also be sent out by MOCA shifts if necessary.

Available Ambassador shifts are:

Sunday 11:30-3:00 p.m.

Once you arrive for your scheduled shift, you are required to sign in at the front desk, wear the Ambassador tag, and check in with Visitor Services for any scheduled tours. If there are no scheduled tours, we ask that you are stationed in the gallery in 20 minute intervals after which you are welcome to take breaks as needed.

Ambassadors may also be asked to assist during school groups tours during the week, based on availability. MOCA will contact docents directly when needed.

In the event you are unable to attend your scheduled shift, we ask that you provide notice to MOCA via email at least 24 hours in advance so as to find a substitute. In the case of an emergency, please contact the Education contact at the cell phone number provided as soon as possible.

TRAINING

- Docent training meetings are scheduled once a month. These meetings will be conducted virtually and include training in contemporary art, museum education methodology, and history of the museum.
- Additional on-site trainings will be available as needed to introduce new work and exhibitions

DRESS CODE

Dress code for docents during museum hours is business casual. We recommend you wear comfortable shoes and will be required to wear a docent tag. During special events such as openings and cocktail receptions, cocktail attire is encouraged.

BENEFITS

- Monthly trainings on issues in contemporary art
- Mentorship opportunities with junior docent program
- Art Basel event invitations (based on number of hours)
- Docent card
- Invitations to the following:
 - Director walk through, generally provided to staff only (when available)
 - Special collection visits and other local art trips
 - Special sales for all volunteers at the gift shop